



## Incident Qualifications and Certification System (IQCS)



Date: January 6, 2012

Subject: CA Incident Qualifications and Certification System Training Session

To: Selected Students, Unit Training Officers

**REPLY DUE: January 24, 2012**

Congratulations! You have been selected to attend the **Incident Qualifications and Certification System (IQCS) for Account Managers** training scheduled for **February 14-16, 2012**. The session will be conducted at the Danny Rhynes Training Center (DRTC), located in San Bernardino, California.

**The session will begin promptly at 0800 on Tuesday, February 14 and conclude on Thursday, February 16 by 1700.** Wednesday and Thursday class will run from 0800-1700. This course is a hands-on training session. Each student will have their own computer terminal throughout the entire course. Students will be using the IQCS Training Database during the training. The last unit of the training issues students their account logons; you will be required to log into the working (Production) system; students will be encouraged to validate their current data while working with IQCS experts. In order for you to achieve the full benefit of the session, it is important that you bring copies of some master records from your home unit with you, so you can review some of your unit employee records.

**There are THREE forms that must be RECEIVED by your CA Agency Contact in HARD COPY, with original signatures by January 24, 2012 (Please read this thoroughly- If we do not receive all forms, the student will be cancelled and a replacement made, NO EXCEPTIONS):**

### **U.S. Forest Service Students:**

Northern California Training Center  
Attn: Terri Silva  
6101 Airport Road  
Redding, CA 96002  
(530) 226-2720

**FS students may FAX forms to (530)222-5460 (PLEASE MAKE THEM READABLE)**

### **Bureau of Indian Affairs Students**

BIA, Pacific Regional Office  
Attn: Yvonne Jones  
2800 Cottage Way  
Sacramento, CA 95825

(916) 978-6066

**Bureau of Land Management Students:**

Wildland Fire Training Center  
Attn: Nate Gogna  
3237 Peacekeeper Way  
McClellan, CA 95652  
Desk: (916) 640-1080  
FAX: (916) 640-1190

**National Park Service Students:**

NPS, Pacific West Region  
Attn: Matthew Johnson  
100 Forni Road  
Placerville, CA 95667  
Desk: (530) 295-5614  
FAX: (530) 261-5297

**Fish & Wildlife Students:**

FWS, CA/NV Operations Office  
Attn: Jessica Wade  
2800 Cottage Way, Suite 2606  
Sacramento, CA 95825  
(916) 414-6483

Each Agency Representative will then forward the 3 forms (per student) to the national contact in Boise to request your IQCS account; Boise needs most of 2 weeks prior to the class for account setup.

IQCS is a “role based access” system. Access to the various IQCS components is synonymous with categories of work being performed on an individual’s qualifications and certification record, or with managing a training system, or developing a workforce analysis. Security permissions are also based on access to “who” the user can perform transactions on.

An **Account Request Form** has been attached with this selection letter. Fill out the top of the form with your student data & your supervisor’s. Please enter the **appropriate User Role(s)** you will fill in IQCS as well as the **Organization Codes** you will transact on. **To complete these two items:**

**You should go to the IQCS Website at**

<http://iqcs.nwcg.gov/main/requestAccount.html>

The first form required is:

- ❖ IQCS Account Request

**User Roles Defined** – determine your role(s)

**IQCS Organization Codes** – determine your unit’s codes

If you do not understand your role in IQCS, it will be necessary to confer with your supervisor to determine what tasks you will be responsible for completing in IQCS. Then match the responsibility with the appropriate role.

Fill in the Account Request form with the User Role and the Organization Code(s) you want to transact on:

- **Organization Codes** are used to determine the Organization Code numbers you will have access to for your unit. **For example if you need to be able to transact on personnel at the Eagle Lake Ranger District of the Lassen NF the Org Code is: 05060058.**
- **User Role Definitions** are used to determine what roles in the application you will request for access to certain areas of the program. **For example, if you are designated as the Training Officer for your unit, you would pick the role of "Training Officer". You may pick multiple roles, if you are responsible for other tasks on your unit.**
- **The IFPM Role** is now available for those with responsibility of entering & tracking IFPM training & experience only.

**This information must be completed on the User Account Request Form**

Security is a major issue in all computer applications. The following attached forms must be read, signed by the student and **originals** mailed to your agency rep above: **(please only mail the signature page)** The next two forms are:

1. **Statement of Responsibility**
2. **Rules of Behavior**

**Checklist of forms to return in hard copy to your agency rep:**

1. IQCS Account Request
2. Statement of Responsibility
3. Rules of Behavior

All three forms should be faxed or mailed so they are **RECEIVED by January 24, 2012**

**It is IMPERATIVE you return the THREE completed hard copy forms. If these forms are not received by the due date, you will not be able to attend the training and an alternate will be assigned in your place.**

Student materials will be provided. You should bring a pen/pencil, notepad and highlighter.

**For travel and lodging information navigate on the internet to the DRTC website:**

**<http://www.fs.usda.gov/goto/sanbernardino/travel>**

Here you can find:

- Motel Listing in close proximity to DRTC
- Restaurant Guide
- Driving directions to DRTC

Attire for this training and all training at DRTC is clothing that is acceptable for public contact. Please dress accordingly and professionally. Shorts are not acceptable and uniforms are not necessary.

An alternate list is being maintained for the session. **If for any reason, you must cancel, please notify DRTC VIA TELEPHONE (not email) at 909-382-2984 and leave a message, so that we can select another student.** If you do not show up for the training, the tuition fee will still be billed to your unit.

If you have questions related to the forms or the training, please contact me at my office (530) 226-2720 during business hours.

Thank you for your participation in the IQCS training!

/s/ Terri Silva

IQCS Training Coordinator  
USFS, Pacific Southwest Region